

**RULES
OF THE
TENNESSEE DEPARTMENT OF AGRICULTURE**

**CHAPTER 0080-08-04
SERVICEPERSON REGULATIONS**

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0080-08-04-.01 REGISTRATION APPLICATION AND FEES.

- (1) Application for registration as a serviceperson under this chapter shall be made on forms provided by the department, which shall be completed in full and shall include:
 - (a) Name of the applicant;
 - (b) Contact information for applicant, to include telephone number, email address, employer, if any, and employer's telephone number and address;
 - (c) Proof of the applicant's registration in its state of incorporation, registration with the Tennessee Department of Revenue, or business license issued by a local governmental authority, if applicable;
 - (d) Name and address of applicant's registered agent for service of process, if any.
 - (e) Certification by the applicant that the individual or agency is fully qualified to install, service, repair, or recondition whatever devices for the service of which applicant's competence is being registered;
 - (f) Certification by the applicant that the individual or agency has in possession or available for use, and shall use, all necessary testing equipment and standards, and proof that such testing equipment and standards have been certified by the department or by another state weights and measures laboratory that can show current traceability to the National Institute of Standards and Technology;
 - (g) Certification by the applicant that the individual or agency has full knowledge of all appropriate weights and measures laws, orders, rules, and regulations, and has a copy of the most recent edition of the National Institute of Standards and Technology (NIST) Handbook 44, or any subsequent document that replaces it; and
 - (h) Proof of qualifications for a serviceperson registration.
- (2) Registrants shall notify the department in writing of any changes to the information or contents of an application within 30 days after the change takes place.
- (3) The fee for a serviceperson registration is a Tier 2 biennial fee under T.C.A. § 43-1-703(f).
- (4) The fee for a service agency registration is a Tier 3 biennial fee under T.C.A. § 43-1-703(f).
- (5) An applicant for registration under this chapter shall remit its application and biennial registration fee to the department on or before July 1 of the registration period. Any registration issued under this chapter shall expire on June 30, 24 months following its issuance. If an applicant for renewal fails to pay the registration fee by the following July 16,

(Rule 0080-08-04-.03, continued)

the applicant shall also be required to pay a late charge under T.C.A. § 43-1-703 prior to renewal of the applicant's registration.

- (6) The department may deny any application for registration that is not completed in accordance with this rule.

Authority: T.C.A. §§ 4-3-203, 43-1-703, 47-26-1104, 47-26-1105, 47-26-1110, and 47-26-1117.

Administrative History: Original rule filed March 23, 2016; effective June 21, 2016.

0080-08-04-.02 NOTICE OF ENFORCEMENT ACTION AGAINST REGISTRANT.

Notice of an enforcement action against a registrant, including but not limited to assessment of a civil penalty and conduct of an administrative hearing, shall be presumed properly served upon mailing of notice to registrant's address of record with the department.

Authority: T.C.A. §§ 4-3-203 and 47-26-1117. **Administrative History:** Original rule filed March 23, 2016; effective June 21, 2016.